

Olivia Warren

401 Brady St. Davenport, IA | (563) 845-1188 | owarren@quadcitieschamber.com | [LinkedIn](#)

CAREER OBJECTIVE

Dynamic economic development young-professional with expertise in project management, placemaking, and regional marketing. Seeking career growth in the Kansas City area with an EDO, downtown organization, or Chamber of Commerce to drive community vibrancy and sustainable economic development.

PROFESSIONAL EXPERIENCE

Quad Cities Chamber of Commerce

February 2022 – Present

Manager, Business Engagement – Downtown Davenport Partnership | Davenport, IA

July 2023 – Present

- Lead daily strategic communication, promotions, and engagement with downtown stakeholders.
- Develop relationships with business and property owners to promote downtown activity and development.
- Collaborate to enhance business visibility and DDP initiatives via social media, e-news, and web-channels.
- Support downtown public placemaking activations and retail promotions.

Manager, Business & Economic Growth Services | Iowa & Illinois Quad Cities

February 2022 – July 2023

- Directly worked with local, regional, and state economic development partners to assist prospective and existing businesses interested in locating or expanding in the area.
- Responded to project RFIs and created proposals showcasing the Quad Cities region as a great place to do business.
- Maintained LOIS inventory of sites and buildings, whilst coordinating with ReSimplifi to web scrape accurate data.

Heartland Basic Economic Development Course

April 17 – 21, 2023

Student Attendee | Blue Springs, MO

- Represented the Quad Cities region in a week-long personal development retreat to network and learn about basic concepts, information, methods, and strategies of local economic development.
- Received certification for completing required coursework in business attraction, retention & expansion, real estate development, workforce development & talent, entrepreneurship, and neighborhood/community development.

Iowa City Area Development Group

August 2020 – January 2021

Intern | Iowa City, Iowa

- Assisted with economic community development initiatives in Iowa City and the surrounding neighborhoods.
- Promoted resiliency and growth initiatives including Project Better Together and the Designing Our Future campaign.

LEADERSHIP & INVOLVEMENT

Motor Row Neighborhood Association

April 2023 – Present

Steering Committee Member | Downtown Davenport, IA

Entrepreneurship Collegiate Mentor

June 2022 – Present

Professional Preparation for Enterprise Leadership | The University of Iowa

Certified Tourism Ambassador

November 2023 – Present

Visit Quad Cities | Iowa & Illinois Quad Cities

SKILLS

- | | | |
|---|--|---------------------------|
| • Economic/Community Development | • Location One Information System | • MailChimp |
| • Project Management | • HubSpot CRM | • Event Management |

EDUCATION

The University of Iowa

Graduated May 2022

Tippie College of Business | Iowa City, Iowa

- Economics, B.B.A. – 3.43 GPA
- Psychology Minor
- Entrepreneurial Management Certificate